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2004

Meeting Minutes

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2-3-2004

# February 3, 2004

Civil Service Council

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### Recommended Citation

Civil Service Council, "February 3, 2004" (2004). 2004. 2.  
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## Civil Service Council Minutes – February 3, 2004

**Members attending:** Patti Bailey, Lisa Bowlin, Allen Clayton, Lori Creek, Tami Duzan, Cris Ealy, Paula Embry, Heidi Hawkins, Dave Howrey, Jerilyn Hutson, Suzanne Mathews, Katie Rice, and Janet Werden. **Others in attendance:** Charles Phillips Vice President Cooley, Vice President Lord, Vice President Nilsen, and Vice President Stewart. **Members absent:** Cheryl Clapp, Mike Hubbartt, and Carlene Schaefer.

The February meeting was called to order by President Creek.

The Vice Presidents spoke to the Council and answered questions from the Council members. Vice President Cooley spoke about the budget for FY05. The State of Illinois is facing a \$2 Billion shortfall for the next fiscal year. IBHE recommended a 0% increase for the upcoming budget. It will go to the General Assembly and the Governor before final approval. There is a possible release date of March for the Fine Arts project funding. Technology projects are moving along. Phase II will be done mostly during the second shift to minimize disruption. The goal is to be done by Fall 04. There will be new windows in the Ballroom at the Union. Banner is still being looked at and is in the planning stage. It will need Board approval – possibly in the May or June meeting. Some of the items being looked for Banner implementation are costs and scheduling. Vice President Lord shared that enrollments are good for spring. There will be a smaller graduating class this year than there has been in the recent past. Spring enrollment is 92.1% of fall, which is typical. Vice President Nilsen spoke about the legislature being in session. SURS employees would be able to use 2 years of sick leave towards retirement instead of the amount currently available. EIU Day in Springfield will be Feb 19 with an orientation meeting prior to then. EIU is looking to increase their fund raising amount to \$10 M over 3 years. There will be 2 new development officers soon with another one to be added in the fall. Vice President Stewart talked about the ballroom being available again starting in mid-April. UPD is expanding into the entire building since Telecom moved to the Student Services Building. Carol Miller is the acting director of Textbook Rental since Dan Klingenberg retired in December. David Onestack will be leaving in mid-April and there is a counselor position open that will be filled shortly.

The January meeting minutes were approved (Hutson/Bowlin).

**EAC Report:** Terry Tomer was unable to attend the Council meeting.

### **Committee Reports:**

Personnel/Grievance Vacant There is nothing to report at this time.

Legislative Cris Ealy There is nothing to add to the information presented by Vice President Nilsen.

Environmental Health and Safety Heidi Hawkins This committee is further discussing the IRB and IACUC concerning Animal and Human subjects and Biochemical Laboratory needs.

Recycling                      Steve Lane      Steve has not had a meeting to report on.

Financial Report            Paula Embry    Our funds are okay for our needs.

Charles Phillips spoke about employee performance evaluations and that training is available. This first round will be Jan-June (6 months) with the next terms being one year (July-June). This form was designed by a committee headed by Steve Lane. Marla Belden will be joining the Benefits staff. A director is being sought for Payroll and Benefits. 5 interviewees will be coming to campus shortly. Jan Hinkle will be taking on more of the day-to-day responsibilities in the Payroll Office. KRONOS will be coming fully on-line as soon as the hardware and software are on campus to support it.

In **Old Business**, the grievance procedure was approved by the Council members. A motion (Werden/Hawkins) was approved accepting the constitutional amendments. When the changes have been made to the text of the constitution, it will be printed and disbursed to all non-negotiated civil service staff as well as having a link on the Council website. The Spring Fling was discussed with more information to be presented in an upcoming meeting. The committee is Ealy/Embry/Clayton/Phillips. There were some questions about alternate ID information discussed at the January meeting.

In **New Business**, Julie Winnett, who has served as an Alternate this year, has resigned due to job constraints that have made it hard for her to be available for the meetings. There are openings in all three districts for alternates to serve. Changes in staffing at Facilities Planning and Management were discussed. There are openings for 5 persons interested in serving on the new Grievance Committee. These persons do not have to be Council members, only a part of the constituency. President Creek has been attending meetings of an Ad Hoc committee set up by President Hencken to forward information to groups around campus for their members.

A motion was made to adjourn (Werden/Bailey). It passed unanimously.

The next scheduled meeting of the Civil Service Council is scheduled for March 2 at 1:30 pm in the Paris Room of the University Union. President Hencken will be speaking to us. All Civil Service, non-negotiated employees are welcome and are encouraged to attend.